



## **Greater Vancouver Food Bank Society - Job Posting**

The Greater Vancouver Food Bank's Food and Education Department is seeking an experienced Food Quality Assurance Specialist (FQAS) to join our team. This is a permanent part-time position at 3 days per week.

The Food Quality Assurance Specialist (FQAS) is responsible for assessing and enforcing standards for the quality and safety of the Greater Vancouver Food Bank's (GVFB) food inventory. FQAS is knowledgeable about all food safety standards that are customary within the food industry and mandated by government regulations. This position is a key educational resource as it relates to food quality within the GVFB community.

FQAS activities ensure recovered, donated and purchased foods are inspected, assessed, culled, sorted, stored, and rotated according to GVFB procedures so that food used or distributed to members, agency partners and programs by GVFB meets our standards for nutritional quality and product condition. Quality Assurance is an ongoing activity. As the organization strives to improve the quality of food we use and distribute the FQAS will need to realign old and create new practices to ensure that the updated procedures, standards and criteria are met.

Other activities include working with GVFB staff to ensure that pest control management procedures are optimized and up to date as well as overseeing the disposal of organic materials, recyclables, and waste to assess and correct sources of contamination. FQAS is responsible for inspecting freezers, coolers, refrigerators and refrigerated trucks to ensure that all perishable foods are stored, transported and distributed by GVFB at food safe temperatures.

## **EMPLOYMENT REQUIREMENTS**

- A bachelor's degree or diploma in a food-related program, such as food science, health science, environmental health, or equivalent professional experience is required.
- Strong organizational skills with a minimum of 3 years professional work experience in food quality assurance or food safety.
- Food Safe Level 1 certification is required. Ability to teach Food Safe Level One an asset.
- Knowledge of food safety in a warehouse environment and/or processing facility required.
- Working knowledge of CFIA labelling requirements for "best before" dates, "expiry" dates and nutritional labelling is essential, Additional knowledge in Hazard Analysis and Critical Control Points (HACCP), or CanadaGAP appreciated.
- Must be scrupulous in systems monitoring and facilities inspections to ensure that food products meet required standards
- A solid commitment to cooperative engagement internal and external to the organization.
- Openness to consistent practice of organizational values.
- Computer skills, including MS Office, and Database (Access).
- Effective communication skills; written and verbal.
- Has a valid Class 5 BC Driver's License and a clean driver's abstract.

## **MAIN DUTIES**

- Manage audits and address concerns from third-party inspectors including Vancouver Coastal Health, Fraser Health and Canada Food Inspection Agency.

- Ensure any non-compliance practices or products are reported to the appropriate Manager or Director, and verify that appropriate corrective actions are taken in a timely manner.
- Administer food recalls following GVFB procedures.
- Create and ensure procedures for assessing, culling, labelling and rotating products are in place and collect metrics for recovered, donated and purchased foods to ensure traceability and to guarantee the quality of food that is distributed and used by GVFB.
- Review present GVFB food quality and safety policies and pest control procedures. Identify and address gaps.
- Create and provide updated policies and procedures to Food Quality and Sustainability Manager, Facilities Manager, Operations Manager and Community Hubs Director for review.
- Prepare monthly food quality reports to the Food Quality and Sustainability Manager. Keep records of all tests and inspections organised and accessible.
- Review food quality feedback from Community Agency Coordinator and the Hubs Department on an ongoing basis and initiate and integrate corrective actions.
- Train GVFB staff regarding food quality assessment and engage Food Safe Level One trained staff in discussions about safe food handling and storage.
- Inspect stationary and mobile temperature control units, and maintain temperature records.
- Assess and enforce compliance with GVFB Zero Waste program policies, standards and best practices in daily food bank operations, offsite at our food distribution centres and at special events.
- Collect metrics for GVFB Zero Waste Plan so they can be regularly reviewed and reported on.
- Work cooperatively to ensure compliance with standards and develop methods to resolve any issues that arise. Participate in presentations to provide updates to staff.

## **PHYSICAL REQUIREMENTS**

- May need to sit and stand as needed.
- May require walking primarily on a level surface and climbing stairs throughout the day.
- Knows proper lifting techniques to lift up to 50 lbs. when required.
- Reaching above shoulder heights or below the waist.

## **About The Greater Vancouver Food Bank (GVFB)**

The Greater Vancouver Food Bank is a non-profit organisation with a mission to create empowering environments that provide and promote access to healthy food, education and training. The GVFB provides assistance to 26,500 people weekly through 13 member locations and close to 100 agency partners located in Vancouver, Burnaby, New Westminister, North Vancouver and West Vancouver. The GVFB is committed to its vision of accessible, healthy and sustainable food for all and through community collaboration, is pro-actively working to help end hunger.

**Mission:** To create empowering environments that provide and promote access to healthy food education and training.

**Vision:** Accessible, healthy and sustainable food for all.

To Apply:

If you feel this position is the right fit for you, please submit the following documents in one email to ErinN@foodbank.bc.ca by 8:30 am Monday May 1, 2017:

Resume

Covering letter

Sample of your policy writing on a food safety issue.

PLEASE NOTE: A Criminal Background Check will be required.